



## **DIRECTOR OF EMPLOYMENT AND TEMPORARY ASSISTANCE**

**\*Starting Annual Salary \$94,000 - \$104,000 (DOQ)**

Fresno County's Human Services System – Department of Employment and Temporary Assistance (E&TA) has a unique opportunity for an experienced, innovative, client centered and customer focused administrator to design, create, implement and manage social services programs within Fresno County. The Director of E&TA, reporting to the County Administrative Officer (CAO), through the Assistant CAO - Human Services System, determines policy, develops programs, and formulates operational objectives within federal and state legal requirements, County ordinances, policies, and procedural guidelines.

### **Department Overview**

The Department of Employment and Temporary Assistance provides economic and supportive services to individuals and families in need while helping them achieve their goal of financial self-reliance. E&TA is responsible for administering federal, state, and county assistance programs including Welfare-to-Work, Medi-Cal, Food Stamps, General Assistance, and Supportive Services. E&TA has over 1100 employees in various locations throughout Fresno County, and is continuing its efforts to provide regionally-based services to better serve residents of small and remote communities. The department has expanded its role in the community beyond the issuance of benefits, and is actively developing strategies to improve services to all areas of the County, partnering with other agencies to provide a comprehensive and holistic approach to client services, and improving the lives of the working poor. The Department's 2003-04 operating budget is over \$130 million.

E&TA is one of four departments in the Human Services System, which provides a comprehensive multidisciplinary system of health and social services programs to the community. Organizationally, the Human Services System also includes the departments of Adult Services, Children and Family Services, and Community Health.

### **Generous Benefits Package**

- Excellent Retirement Plan under the County Employees Retirement Law of 1937 (2.5% at age 55, 3.27% at age 60). The Plan has reciprocity with the California PERS Plan. Employees are also covered by Social Security.
- Health Benefits package includes: Medical/Dental/Optical/Prescription Drugs; choice of three (3) health plans; no out-of-pocket premium expense for employee-only coverage; and partial dependent coverage is also provided.
- County vehicle provided or \$513 per month car allowance.
- Long Term Disability and Life Insurance.
- Deferred Compensation Plan - County sponsored tax-sheltered savings plan.
- Eleven paid holidays per year.
- Paid "Time-Off" - Vacation and Sick Leave.
- Flexible Premium and Spending Account Program - Employees may pay for certain expenses with pre-tax dollars.

*\*This position is included in the Fresno County Senior Management Compensation Plan, a performance-based compensation system. (This is a civil service exempt position.)*

## **Benefits (continued)**

- Optional insurance plans that provide reduced group rates including disability, life, automobile, home, and legal services for employees, spouses, and dependent children.
- Employee Assistance Program - Confidential professional counseling and referral services.
- Fresno County Federal Credit Union - All county employees can take advantage of low interest rates, no annual fees for checking accounts, direct deposit, and many other services.

## **Position Requirements**

Possession of a Bachelor's Degree that is acceptable within the United States' college or university system and at least three (3) years of full-time, paid experience in a senior or management capacity in a human services setting.

## **Application/Selection Process**

1. To apply, please submit:
  - A completed Fresno County Application and a Comprehensive Resume (including salary history and the names, addresses, and telephone numbers of three (3) professional references).
  - Materials must be submitted by 5:00 p.m., Friday, December 12, 2003. (Visit our Website for information regarding electronic application submittal.)
2. A Qualifications Appraisal Panel may be convened to evaluate the candidates' education, experience, and personal qualifications, based on materials submitted, to determine the most qualified candidates that will participate in an interview process. The top candidates will be invited to an interview with the County Administrative Officer.
3. A full background/reference check process may be conducted for the top candidate(s) who interview with the County Administrative Officer.

*The salary and benefits described herein do not represent a contract and may be changed without notice.*

## **Inquiries and Applications Should Be Directed To:**

Rosemary Kennedy  
Fresno County Personnel  
2220 Tulare Street, 14th Floor  
Fresno, California 93721  
(559) 488-3364  
TDD: (559) 262-4833  
FAX: (559) 488-3325

Or visit our Website at [www.co.fresno.ca.us](http://www.co.fresno.ca.us)

For information regarding E&TA and the Human Services System, please visit:  
<http://www.fresnohumanservices.org/default.htm>

Equal Employment Opportunity/Affirmative Action/Disabled Employer